

# How to Log In to the Coordinator Toolbox

**Before You Begin:** You will need the email address that will be used as your username for the Coordinator Toolbox. This is the email address you've always used in the past to log in to the annual report or the new one you recently sent to Judi to use as your favored email username. Unauthorized email addresses (one's not in our database) will not be allowed into the Toolbox. If you have questions about your username, contact [judi.deitchel@nrel.gov](mailto:judi.deitchel@nrel.gov).

**Step 1:** Go to the Clean Cities website at [cleancities.energy.gov](http://cleancities.energy.gov). Click on **Coordinator Toolbox** in the upper right-hand corner.

**Step 2:** Choose which option you would like to use to sign in. If you already have a Google or Facebook account associated with your email (username) then pick the appropriate one, and you will continue on to the Toolbox. If you do not already have a Google or Facebook account associated with your email (username), then we recommend you set up a Google account with your email. To do this, follow steps on the next pages for *Creating a Google Account*.

The screenshot shows the Clean Cities website header with the U.S. Department of Energy logo and a search bar. The main navigation bar includes links for Home, About, Coalitions, Partnerships & Projects, Technical Assistance, News & Events, and the highlighted Coordinator Toolbox. Below the navigation bar, a yellow banner states "You need to sign in before continuing." The main heading is "Coordinator Toolbox Login", followed by a brief description of the toolbox's purpose. A "Start Here" section provides instructions and two login buttons: "Sign in with Google" and "Sign in with Facebook". A link "I'm not sure which option to choose." is provided below the buttons. At the bottom, a "Need Help?" section offers contact information for Judi Deitchel.

U.S. DEPARTMENT OF **ENERGY** | Energy Efficiency & Renewable Energy

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## Clean Cities

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Clean Cities » Coordinator Toolbox Share

You need to sign in before continuing.

### Coordinator Toolbox Login

The Coordinator Toolbox provides Clean Cities coordinators with access to reporting tools, training, and information to help run a successful coalition.

**Start Here**  
Clean Cities coordinators and staff, log in with one of these options.

**G** Sign in with Google

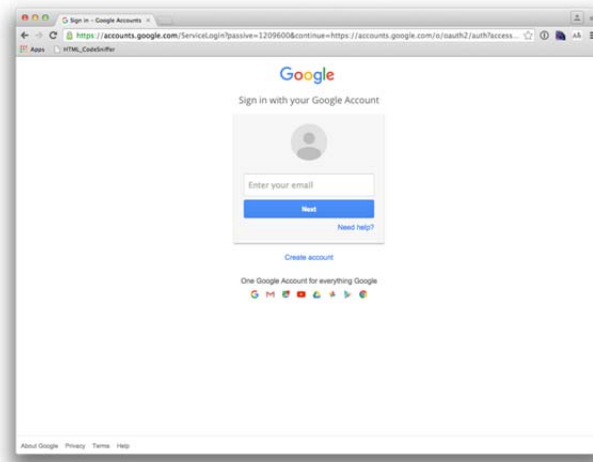
**f** Sign in with Facebook

[I'm not sure which option to choose.](#)

**Need Help?**  
Contact [✉ Judi Deitchel](mailto:judi.deitchel@nrel.gov) if you don't remember your account information.

# Creating a Google Account

1. From the Coordinator Toolbox page, click **Sign on with Google**. A Google login screen will appear.



2. Type in the email username you are going to use for your account. (Remember this is the email username you've always used to sign on to your annual report or the new one you sent Judi, if you requested a change.) Click **Next**. (If for some reason you already have a Google account set up for this email, it will prompt you for a password. If you have forgotten your password, click Forgot Password and follow the instructions.)

If you do not have a Google account set up for this email, a red message will appear telling you so. There will be a blue link inviting you to **Create an account**. Click it. That's what you want to do.

Sign in with your Google Account









A close-up of the Google sign-in form. It features a gray profile picture icon. Below it is a text input field containing the email address "johndoe@acme.com". Underneath the input field, a red message states: "Sorry, Google doesn't recognize that email." Below this message is a blue link that says "Create an account using that address?". At the bottom of the form is a large blue button labeled "Next" and a smaller blue link labeled "Need help?".

3. A screen will appear with your email address prepopulated in the correct field. Fill out the rest of the information field. The phone number is optional. Then, click **Next step**.

## Create your Google Account


One account is all you need

A single username and password gets you into everything Google.



Take it all with you

Switch between devices, and pick up wherever you left off.



**Name**

**Your current email address**

[I would like a new Gmail address](#)

**Create a password**

**Confirm your password**

**Birthday**

December


21

1966

**Gender**


Male

**Mobile phone**






**Prove you're not a robot**

☐ Skip this verification (phone verification may be required)



**Type the text:**



**Location**

United States

☒ I agree to the Google [Terms of Service](#) and [Privacy Policy](#)


**Next step**

4. If you entered your phone number on the previous screen, you will be asked to verify your number. You can choose to get a code either by voicemail or by text message. Just select one and enter your phone number. Click **Continue**.

### Verify your account

You're almost done! We just need to [verify your account](#) before you can start using it.

**Phone number** ex: (201) 555-5555

 303-555-1918

- Google will only use this number for account security.
- Standard text messaging rates may apply.

**How should we send you codes?**

☒ Text message (SMS)



☐ Voice Call

[Continue](#)

Important: Google will never share your number with other companies or use it for marketing purposes.

You will get a call or a text with your numerical code. Enter numerical your code and click **Continue**.

### Verify your account



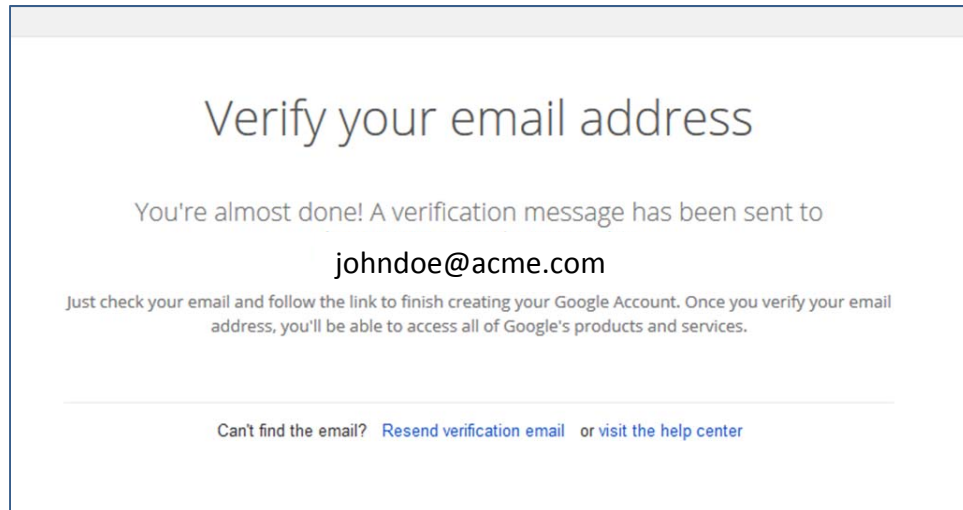
**Enter verification code**

531895

[Continue](#)

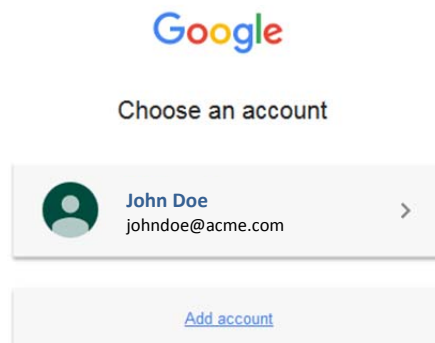
Didn't get your code? Sometimes it can take up to 15 minutes. If it's been longer than that, [try again](#).

- Next you will see a message informing you an email message will be sent to the email address you are using for this account.

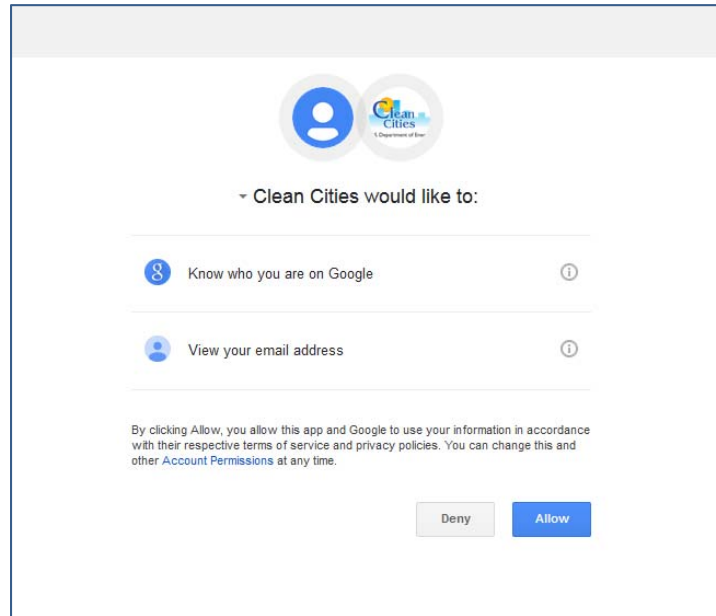


Check your email for an email from Google Email Verification. Open the email and click on the link in the email to verify your account.

- Congratulations! You now have a Google account associated with your email address. The email verification link will direct you to welcome screen. If you click Continue you will go to an account screen, but that is not necessary. You can now go back to the Coordinator Toolbox sign on screen at [www.cleancities.energy.gov/toolbox](http://www.cleancities.energy.gov/toolbox).
- From the Coordinator Toolbox Login screen choose **Sign in with Google**. You should be directed to a screen showing your new account. Click on your account.



8. Last step. You are asked to allow Clean Cities Toolbox to know your email address. Click **Allow**. You will only have to do this once. Next time you won't be asked.



9. Voila! You are now in the Toolbox. The next time you login it will be so much easier. All you will need to do is choose **Sign in with Google**, select your account and you'll go directly to the Coordinator Toolbox.

